

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Shoreline Manager	Job Family: 3
General Classification: Management	Job Grade: 40

Definition: Manages the Shoreline and Golf Course Divisions of the Community Services Department. Responsibilities include managing division staff and operations, including the oversight and operation of Shoreline at Mountain View, a 750-acre regional recreation and wildlife area, and Shoreline Golf Links and 18-hole golf course.

Distinguishing Characteristics: Receives general direction from the Community Services Director. Exercises direct and indirect supervision of assigned professional, supervisory, technical, consulting and support personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Organize and manage the personnel, facilities and other resources of the Shoreline and Golf Course Divisions, including setting and evaluating divisional objectives, policies and procedures.
2. Direct and oversee the development of a regional park and golf course work program, including managing both an operating and capital budget; meeting regulatory agency permit requirements; overseeing lease agreements for the golf course, sailing lake and other related facilities.
3. Supervise direct and manage full-time, contract and part-time staff; manage ongoing contracts and agreements, as necessary.
4. Supervise, direct and prepare studies, reports and other written correspondence for department head, City Manager and City Council action.
5. Prepare agreements, contracts and purchasing specifications related to regional park and golf course activities.
6. Represent the City to outside public agencies, both regulatory and recreational; provide technical information and support data, as necessary.
7. Maintain competent and motivated work force through establishing hiring, training, assigning and performance evaluation procedures and guidelines.
8. Inform and assist the Parks and Recreation Commission and Greens Advisory Committee.

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9. Coordinate and interface with other City departments responsible for the operation and maintenance of regional park and golf course infrastructure and regulatory compliance.
10. Perform other duties, as assigned.

Minimum Qualifications:

Knowledge of: Philosophies, techniques and principles of urban, regional park and/or golf course management, design and procedures, including marsh restoration and wildlife management; City operating and capital budgeting requirements, governmental structure and organization; environmental, regulatory and agency requirements and principles and practices of organizational development.

Ability to: Assess long range community open space recreational needs and develop and implement programs and policies to meet identified needs; coordinate regional park and golf course programs and policies with Council, commissions, regional boards and committees, management, local businesses and the community; communicate effectively both orally and in writing; select, train and motivate division personnel; manage a wide variety of contracts and agreements.

Experience and Training Guidelines: Combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Five years of increasingly responsible management experience, at least two of which have been in a supervisory or upper-level administrative capacity; equivalent to a bachelor's degree in parks and recreation management or related field. Experience in park and/or golf course management are highly desirable.

Required Licenses or Certificates: Possession of a valid California driver's license.

Established June 1985

Revised September 2009

CLASS SPECS

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